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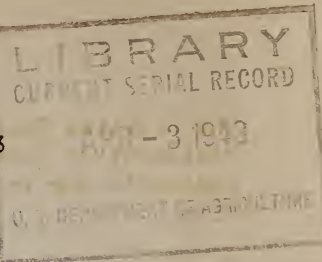


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UNITED STATES DEPARTMENT OF AGRICULTURE  
Food Distribution Administration  
Washington, D. C.

March 25, 1943

DIRECTOR'S MEMORANDUM NO. 51



Rationing Procedure

I

Under the provisions of Executive Order No. 9280 of December 5, 1942, the Secretary was authorized to determine after consultation with the Office of Price Administration the time, extent, and other conditions of rationing. The wording of the Executive Order also clearly indicated that both the Office of Price Administration and the Department should participate in the administration of the rationing of foods to civilians. The fulfillment of this general responsibility requires a close and harmonious relationship between the two agencies.

The Secretary's responsibility for rationing has been delegated to the Director. Mr. J. S. Russell will head up this job for the Food Distribution Administration and will integrate all its rationing activities within the functional assignment outlined below. He will act as liaison between the Food Distribution Administration and the OPA on all food rationing programs and he will be the personal representative of the Director on the Food Rationing Policy Committee.

II

Under the leadership of Mr. Russell the Civilian Food Requirements Branch will serve as a staff group developing all rationing proposals. All such proposals originating in the Food Distribution Administration shall be presented to this Branch for subsequent consideration by the Food Rationing Policy Committee. Whenever a commodity branch, as a result of its information on supply, anticipates a shortage in a commodity under its jurisdiction, it shall communicate with the Civilian Food Requirements Branch and assist it in the development of rationing proposals.

For the performance of this, as well as its other functions, the Civilian Food Requirements Branch shall make use of its regularly maintained information on civilian requirements, both from a nutritional and quantity viewpoint and shall obtain from Requirements and Allocations Control estimates as to the availability of commodities to meet civilian requirements. When it becomes apparent that the probable supply of a commodity is not sufficient to meet civilian requirements, this branch will recommend to the Director that appropriate steps, either rationing, or allocation of food to dealers, or some other measure be taken to assure an equitable supply of food for civilian needs.



The Civilian Food Requirements Branch shall prepare a fully documented statement of justification for a rationing program which may be presented to the Food Rationing Policy Committee for its advice and consideration.

Such a statement should include the following: data on available and expected supply of a specific food commodity; the amount of the ration for various categories of uses; the approximate quantity per person under the recommended rationing plan; the nutritive aspects of the proposed ration; the prospective date when rationing will begin; and related data, including estimates on the possible need for a greater control of the commodity in the future, including differential rationing.

Consideration of this statement by the Food Rationing Policy Committee shall be followed by the preparation of a rationing request by the Civilian Food Requirements Branch. Upon approval by the Director this request shall be addressed to the Administrator, Office of Price Administration, for the signature of the Secretary. Upon its approval by the Secretary, the Solicitor's Office, in collaboration with the Civilian Food Requirements Branch, will prepare a rationing directive addressed to the Price Administrator for the signature of the Secretary.

From time to time either as a result of the operation of the rationing program or as a result of changes in the supply situation or other factors affecting rationed commodities, the Civilian Food Requirements Branch, after consultation with Requirements and Allocations Control and the appropriate commodity branch, shall recommend revisions in the per capita rationing and in the categories of eligible recipients. All such recommendations shall be transmitted to the OPA as amendments to directives in accordance with the above procedure.

### III

As a means of facilitating the consideration of matters of mutual concern to the Department of Agriculture and the OPA with regard to food rationing, a Food Rationing Policy Committee was created. In accordance with the Memorandum of Understanding dated February 12, 1943, between the OPA and the Department, this Committee will consider such matters as the handling of publicity, differentials in rationing, industry relations, and other coordinate matters concerning the operation of civilian supply programs. Membership on this Committee will consist of a representative of FDA, FPA and OPA. Food Distribution membership on this Committee will consist of Mr. J. S. Russell who has been designated as chairman of the Committee. Mr. D. A. Fitzgerald has been designated to serve as the representative of the Food Production Administration on the Food Rationing Policy Committee.

*Roy F. Hendrickson*  
Director

WAR FOOD ADMINISTRATION  
Food Distribution Administration  
Washington 25, D. C.

August 2, 1943

DIRECTOR'S MEMORANDUM NO. 51

Supplement 1

Rationing Allowances and Point Values

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U. S. DEPARTMENT OF AGRICULTURE

During recent months the periodic fixing of consumer per capita ration, industrial users allowances and point values has been carried out without any well defined procedure. Because of the important connection between establishment of ration allowances and point values, and rationing in general, it is desirable that our relationships with OPA in this connection be more clearly defined. The procedure which follows will outline our relationships within FDA and with OPA.

1. Branch Relationships within FDA.

All proposals for point changes and rationing allowances originating in FDA shall be presented to the Civilian Food Requirements Branch for subsequent consideration by the Deputy Director for Civilian Activities. Each commodity branch shall furnish each month a memorandum to the Civilian Food Requirements Branch indicating the commodity branch's recommendation in connection with changes in the amounts or values of food commodities under its jurisdiction on or before the date set for receiving recommendations for changes in ration quantities or point values. Any branches within FDA may make similar recommendations. Such recommendations shall likewise be submitted to the Civilian Food Requirements Branch.

2. Dates of Ration Changes

- A. Point Value Foods - The Office of Price Administration has established through 1944 periods during which point values under the meats and fats and processed foods rationing programs will be in force. Unless unusual circumstances prevail, no changes in point values will be made except at the beginning of these periods. For the remainder of 1943 these changes become effective on the following dates:

August 1  
September 5  
October 3  
October 31  
December 5

The Office of Price Administration must reach a final determination on point values approximately ten days in advance of



the effective date in order to allow time for printing and distribution of the point value charts. It is therefore necessary that recommendations by the Food Distribution Administration be ready for transmittal by the Monday two weeks preceding the effective date of the point value change. For the remainder of 1943 those dates shall be:

August 23  
September 20  
October 18  
November 23  
December 20

- B. Other Rationed Foods - Consumer ration periods on sugar are fixed by the Office of Price Administration. Recommendations on changes of consumer allotments must be in the hands of the Civilian Food Requirements Branch at least ten days prior to the close of a ration period.
3. FDA Meetings on Point Changes and Rationing Allowances
- A. Meats, Fats and Oils - In order to reach final conclusions concerning recommendations which the FDA shall make to OPA on point values of the commodities covered by the meats, fats and oils rationing program, a meeting will be held at 10:00 a.m. in the Office of the Deputy Director for Civilian Activities on the Tuesday morning immediately following the date for the receipt of recommendations. Each branch recommending point changes of their commodities shall have a designated representative present to participate in this meeting. At the conclusion of the meeting it will be the responsibility of the Deputy Director for Civilian Activities to confer with appropriate OPA representatives and present the viewpoint of the Food Distribution Administration. When point values have been determined by this meeting, the Deputy Director shall prepare a memorandum for the Director outlining the conclusions reached.
  - B. Processed Foods - A similar meeting will be held in the Office of the Deputy Director for Civilian Activities at 10:00 a.m. on Wednesday following the date for receiving recommendations as to point values and rationing allowances. At the conclusion of the meeting it will be the responsibility of the Deputy Director for Civilian Activities to confer with appropriate OPA representatives and present the viewpoint of the FDA on point values and rationing allowances for specific processed foods. The Deputy Director will prepare a memorandum for the

Director outlining the conclusions reached as a result of the conferences with OPA.

- C. Sugar - Meetings in connection with the recommended changes in the rationed quantities of sugar shall be called by the Deputy Director for Civilian Activities if any change in these rationed commodities is deemed advisable in view of the supply situation.

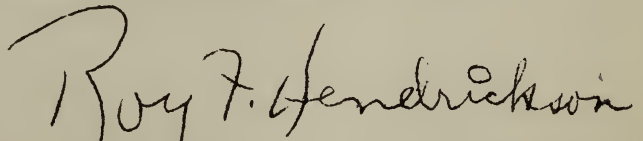
4. Reports on Movements of Rationed Foods

OPA Reports - At the present time the Office of Price Administration has the basic responsibility of securing the detailed statistical reports from processors, distributors and retailers on the movement of rationed foods. These reports consist of:

1. Weekly Reports of purchases by OPA's Consumer's Panel which show the actual use of ration coupons by a representative sample of consumers.
2. Monthly reports from wholesale distributors showing wholesale stocks of processed food and shipments by wholesalers.
3. Monthly reports from Processors showing processor's stocks and shipments.

These reports constitute the statistical basis on which OPA determines the need for changes in the point value of foods. Copies of these reports as received are being furnished to the Civilian Food Requirements Branch and are available for examination by all interested parties in FDA.

In addition to these reports the OPA has made available their scheduled movement of point rationed commodities. The Civilian Food Requirements Branch will furnish to the appropriate commodity branches copies of these schedules.

  
Director

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